

Walk-in Scheduling

DL1405-1, DL1405-2

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Agenda

- Navigation to Campus Walk-in Scheduler
- Anatomy of Campus Walk-in Scheduler
- Scheduling process
- Reports



Walk-in Scheduler Navigation

1 Search for student and select them

2 Click Schedule tab

3 Click Walk-in Scheduler

The screenshot shows a web application interface for a school system. The top navigation bar includes tabs for Fees, Lockers, Athletics, Academic Reports, Waiver, NASIS, Student Permissions, Check Out Info, and FERPA. Below this is a secondary navigation bar with tabs for Summary, Enrollments, Schedule, Attendance, Programs, Grades, Transcript, Credit Summary, and Assessment. The main content area displays student information for 'Aiken, Tiffany M' (Grade: 08, #1154, DOB: 05/10/1992, Gender: F). A table shows her schedule by course, grouped by term (Quarter 1, Quarter 2, Quarter 3, Quarter 4). The table lists courses such as '1016071-1 Day 1 Scenario 1', '30004-1 English 9-B', '30003-1 English 9-A', '1016072-1 Day 1 Scenario 2', '31032-3 Physical Science B', '31031-3 Physical Science A', and '35801-258 Home Room'. The 'Walk-in Scheduler' link is highlighted in the top right corner of the main content area.

Search for a: [Advanced Search >>](#)

Search Results: 33

- 09 Aiken, Tiffany M #1154 [05/10/1992]
- 11 Allard, Amber K #1045 [05/16/1991]
- 10 Allard, Lee M #919 [05/26/1992]
- 10 Allard, Mindy C #823 [02/19/1991]
- 09 Allard, Noah A #1046 [07/29/1991]
- 10 Allard, Jr., Kyle J #670 [03/08/1991]
- 10 Allery, Dylan #28 [02/04/1991]
- 11 Allery, Glenda L #167 [07/20/1991]
- 10 Allery, Jaycee L #893 [05/07/1991]
- 11 Allery, Summer M #2593 [01/2/1991]
- 11 Allery, Jr., Nathan #2592 [01/1/1991]
- 11 Amyotte, Shaylee M #651 [11/2/1991]
- 10 Arnell, Cheriah A #8 [02/03/1991]
- 09 Azure, Amy L #182 [01/26/1991]
- 10 Azure, Bineeshi R #2471 [10/0/1991]
- 12 Azure, Christina J #1595 [01/2/1991]
- 10 Azure, Dusty E #913 [02/05/1991]
- 10 Azure, Eric J #1713 [03/22/1991]
- 12 Azure, Heidi #1612 [09/09/1991]
- 11 Azure, Henry H #1659 [05/04/1991]
- 11 Azure, Jamie M #1645 [10/30/1991]
- 12 Azure, Jared W #1698 [07/17/1991]
- 10 Azure, Jesse #1757 [09/06/1991]
- 10 Azure, Kayla L #1733 [08/06/1991]

Table - Group by Course (All Terms) [Back to Grades Summary](#) [Print OR](#) [Choose a report option](#) [Walk-in Scheduler](#)

	Term Quarter 1 (08/22/07-10/26/07)	Term Quarter 2 (10/29/07-01/11/08)	Term Quarter 3 (01/14/08-03/20/08)	Term Quarter 4 (03/26/08-05/23/08)
1	1016071-1 Day 1 Scenario 1 gradebook01, BIE Rm: A103		30004-1 English 9-B Brunner, R Rm: A206	
	30003-1 English 9-A Brunner, R Rm: A206			
2	1016072-1 Day 1 Scenario 2 gradebook01, BIE Rm:		31032-3 Physical Science B Laducer, M Rm: A230	
	31031-3 Physical Science A Laducer, M Rm: A230			
HR	35801-258 Home Room Gourneau, J Rm: B105			

Anatomy of Walk-in Scheduler

Help text

Search icon

When clicked right-hand window
toggles to section search

Requests window

Toggles to section search

Year: 07-08 School: Turtle Mountain High School Calendar: TMCHS 07-08

Index Search Help

Viewing the Student's Schedule [\[Edit\]](#)

[Print Art...](#)

Path: [Student Information > General > Schedule](#)

The Schedule tab provides a view for all of the student's classes by term and by period in a specific calendar.

The schedule tab shows the course name and course number, as well as the section number. Users can also see the section teacher and the room number. Users can make changes to the schedule using the Walk-In Scheduler tool.

Courses that have been ended will appear with a date below the course. The date will also appear if the student began the class after the beginning of the term. Open class periods will appear with the word EMPTY.

This main page of the schedule is a view-only screen. Changes are made by clicking on the Walk-In Scheduler tool.

Aiken, Tiffany M
Grade: 08 #1154 DOB: 05/10/1992 Gender: F

Summary Enrollments **Schedule** Attendance Programs Grades Transcript Credit Summary Assessment Behavior Transportation

Table - Group by Course (All Terms) [Back](#) [Search](#)

Effective Date: Terms: ☒ 1 ☒ 2 ☒ 3 ☒ 4

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1	1016071-1 Day 1 Scenario 1	1016071-1 Day 1 Scenario 1	30004-1 English 9-B	30004-1 English 9-B
2	1016072-1 Day 1 Scenario 2	1016072-1 Day 1 Scenario 2	31032-3 Physical Science B	31032-3 Physical Science B
HR	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room
3	1016073-1 Day 1 Scenario 3	1016073-1 Day 1 Scenario 3	30504-8 Reading/Study Skills	30504-8 Reading/Study Skills
4	32059-3 Geography A	32059-3 Geography A	32503-2 Fitness for Life	32503-2 Fitness for Life
5	35803-64 Independent Study	35803-64 Independent Study	EMPTY	EMPTY
6	32702-5 Drivers Education	32702-5 Drivers Education	35803-56 Independent Study	35803-56 Independent Study

Save Reqs Clear Reqs Get Sched Reqs

Team: Requested Units: (26/32)

@	Course #	Course Name	Sn#	Type	Lock
@	30003	English 9-A	1	R	<input type="checkbox"/>
@	30004	English 9-B	1	R	<input type="checkbox"/>
@	30504	Reading/Study Skills	8	R	<input type="checkbox"/>
@	31031	Physical Science A	3	R	<input type="checkbox"/>
@	31032	Physical Science B	3	R	<input type="checkbox"/>
@	31571	Pre Algebra A	5	R	<input type="checkbox"/>
@	31572	Pre Algebra B	5	R	<input type="checkbox"/>
@	32059	Geography A	3	R	<input type="checkbox"/>
@	32501	Physical Education		R	<input type="checkbox"/>
@	32702	Drivers Education	5	R	<input type="checkbox"/>
@	32801	Health	56	R	<input type="checkbox"/>
@	35803	Independent	64	R	<input type="checkbox"/>

Done

Anatomy of Walk-in Scheduler

Removes all saved requests

Creates requests from student's current schedule

Save Reqs ☒ Clear Reqs ☒ Get Sched Reqs ☒

Requested Units: (14/80)

@	Course #	Course Name	Sn#	Type	Lock
@	0503	Child Development 1		R <input type="button" value="v"/>	
@	0505	Interior Design & Housing		R <input type="button" value="v"/>	
@	1007	English 9-1		R <input type="button" value="v"/>	
@	1008	English 9-2		R <input type="button" value="v"/>	
@	1103	Painting I		R <input type="button" value="v"/>	
@	1110	Art of Photography		R <input type="button" value="v"/>	

Blocks Requested/Blocks required to fill schedule

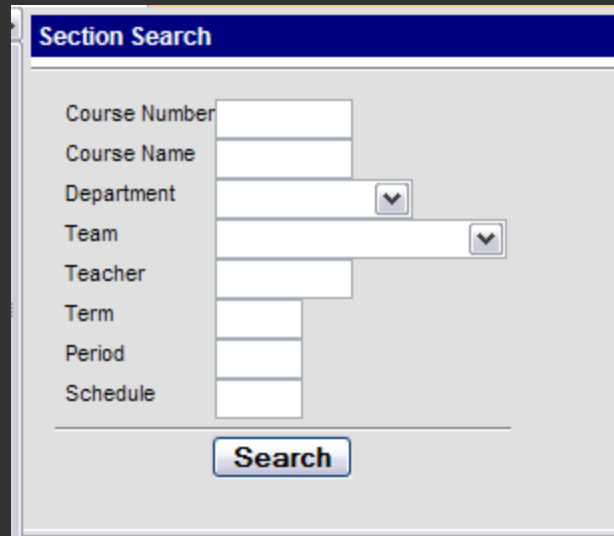
Triggers manual placement

Type-

R- Required
E- Elective
A- Alternate

Anatomy of Walk-in Scheduler

Clicking search icon produces this view in right-hand window



A screenshot of a 'Section Search' dialog box. The dialog has a blue title bar with the text 'Section Search'. Below the title bar, there are several input fields for search criteria: 'Course Number', 'Course Name', 'Department', 'Team', 'Teacher', 'Term', 'Period', and 'Schedule'. The 'Department' and 'Team' fields are dropdown menus, indicated by a small downward arrow icon to the right of each field. Below the input fields is a 'Search' button. The dialog box is set against a dark gray background.

Anatomy of Walk-in Scheduler

Load sections based on request, will not load alternate request

Unloads all sections, except locked sections

Drops all classes for an effective date

Restores schedule based on an effective date

Searches for sections of courses using specific criteria

Table - Group by Course (All Terms) ☒ [Back to Grades Summary](#) Print On

Load Unload End Restore Search

Effective Date Terms ☒ 1 ☒ 2 ☒ 3 ☒ 4

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1	1016071-1 Day 1 Scenario 1	1016071-1 Day 1 Scenario 1	30004-1 English 9-B	30004-1 English 9-B
	30003-1 English 9-A	30003-1 English 9-A		
2	1016072-1 Day 1 Scenario 2	1016072-1 Day 1 Scenario 2	31032-3 Physical Science B	31032-3 Physical Science B
	31034-3	31034-3		

Process

- Loading Requests
 - Enter by course number or
 - Use Request Wizard, then
 - Load in requests
- Fill empty time slots
 - Click @ on courses that didn't load to see when offered
 - Notice manual mode: add/replace/drop add options
 - Click EMPTY to see courses available during open times or search for specific courses



Loading Requests

3 Load

2 Save

1 Enter request

Table = Group by Course (All Terms) [Back to Grades Summary](#) [Print OR](#) Choose a report option [Walk-in Scheduler](#)

☒ Load ☐ Unload ☐ End ☐ Restore Search

Effective Date Terms ☒ 1 ☒ 2 ☒ 3 ☒ 4

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1	1016071-1 Day 1 Scenario 1	1016071-1 Day 1 Scenario 1	30004-1 English 9-B	30004-1 English 9-B
	30003-1 English 9-A	30003-1 English 9-A		
2	1016072-1 Day 1 Scenario 2	1016072-1 Day 1 Scenario 2	31032-3 Physical Science B	31032-3 Physical Science B
	31031-3 Physical Science A	31031-3 Physical Science A		
HR	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room
3	1016073-1 Day 1 Scenario 3	1016073-1 Day 1 Scenario 3	30504-8 Reading/Study Skills	30504-8 Reading/Study Skills
	32801-56 Health	32801-56 Health		
4	32059-3 Geography A	32059-3 Geography A	32503-2 Fitness for Life	32503-2 Fitness for Life
5	35803-64 Independent Study	35803-64 Independent Study	EMPTY	EMPTY

Team: Requested Units: (26/32)

Course #	Course Name	Sn#	Type	Lock
@ 30003	English 9-A	1	R	<input type="checkbox"/>
@ 30004	English 9-B	1	R	<input type="checkbox"/>
@ 30504	Reading/Study Skills	8	R	<input type="checkbox"/>
@ 31031	Physical Science A	3	R	<input type="checkbox"/>
@ 31032	Physical Science B	3	R	<input type="checkbox"/>
@ 31571	Pre Algebra A	5	R	<input type="checkbox"/>
@ 31572	Pre Algebra B	5	R	<input type="checkbox"/>
@ 32059	Geography A	3	R	<input type="checkbox"/>
@ 32501	Physical Education		R	<input type="checkbox"/>
@ 32702	Drivers Education	5	R	<input type="checkbox"/>
@ 32801	Health	56	R	<input type="checkbox"/>

Filling Empty Time Slots

- Clicking @ icon next to course displays sections in 3 possible colors
 - Yellow**- Section is already scheduled
 - Blue**- Section is available to be scheduled
 - Red**- Section is full

Table - Group by Course (All Terms) Back to Grades Summary Print OR Choose a report option Walk-in Scheduler

Load Unload End Restore Search

Effective Date Terms 1 2 3 4

Manual Mode Add Click a blue or red highlighted cell to place the section using the manual mode options.

Save Reqs Clear Reqs Get Sched Reqs

Team: Requested Units: (26/32)

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1	1016071-1 Day 1 Scenario 1 30003-1 English 9-A	1016071-1 Day 1 Scenario 1 30003-1 English 9-A	30004-1 English 9-B	30004-1 English 9-B
2	1016072-1 Day 1 Scenario 2 31031-3 Physical Science A	1016072-1 Day 1 Scenario 2 31031-3 Physical Science A	31032-3 Physical Science B	31032-3 Physical Science B
HR	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room
3	1016073-1 Day 1 Scenario 3 32801-56 Health	1016073-1 Day 1 Scenario 3 32801-56 Health	30504-8 Reading/Study Skills	30504-8 Reading/Study Skills

@ Course #	Course Name	Sn#	Type	Lock
30003	English 9-A	1	R	
30004	English 9-B	1	R	
30504	Reading/Study Skills	8	R	
31031	Physical Science A	3	R	
31032	Physical Science B	3	R	
31571	Pre Algebra A	5	R	
31572	Pre Algebra B	5	R	
32059	Geography A	3	R	
32501	Physical Education		R	
32702	Drivers Education	5	R	
32801	Health	56	R	
35803	Independent	64	R	

Filling Empty Time Slots

- Clicking on one of the colored boxes schedules the student in one of three manual modes
 - Add: Section added to schedule
 - Will allow more than one class in a period
 - Replace: Existing section in period is replaced
 - Use only if the student never attended the other section
 - Drop & Add: Existing section end dated and new section added
 - Requires effective date to be entered
 - The effective date is start date/drop date

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1	1016071-1 Day 1 Scenario 1 30003-1 English 9-A	1016071-1 Day 1 Scenario 1 30003-1 English 9-A	30004-1 English 9-B	30004-1 English 9-B
2	1016072-1 Day 1 Scenario 2 31031-3 Physical Science A	1016072-1 Day 1 Scenario 2 31031-3 Physical Science A	31032-3 Physical Science B	31032-3 Physical Science B
HR	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room
3	1016073-1 Day 1 Scenario 3 32801-56 Health	1016073-1 Day 1 Scenario 3 32801-56 Health	30504-8 Reading/Study Skills	30504-8 Reading/Study Skills
4	32059-3 Geography A	32059-3 Geography A	32503-2 Fitness for Life	32503-2 Fitness for Life
5	35803-64 Independent Study	35803-64 Independent Study	EMPTY	EMPTY
6	32702-5 Drivers Education	32702-5 Drivers Education	35803-56 Independent Study	35803-56 Independent Study
7	31571-5 Pre Algebra A	31571-5 Pre Algebra A	31572-5 Pre Algebra B	31572-5 Pre Algebra B

Filling Empty Time Slots

- Click EMPTY to search available courses
- Search displays sections with
 - seats taken
 - teacher name
 - meeting terms
 - Periods
 - Schedules
 - number of students with locked IEP
- Classes in **red** are full
 - Can be overloaded if user has rights
- Click on a course to add
- Click Student Request to return to request list

A	32503-2 Fitness for Life	32503-2 Fitness for Life
nt Study	EMPTY	EMPTY
ication	35803-56 Independent Study	35803-56 Independent Study
	31572-5	31572-5

Section Search

Course Number

Course Name

Department

Team

Teacher

Term

Period

Schedule

Quarter

5

Search

30004 English 9-B

30004-7 (21/25) Brunner, R T:Quarter 3-Quarter 4 P:5 IEF

30012 English 10-B

30012-5 (22/25) Larocque, R T:Quarter 3-Quarter 4 P:5 IEF

30022 English 11-B

30022-4 (19/25) Redding, M T:Quarter 3-Quarter 4 P:5 IEF

30042 English 12-B

Walk-in Scheduler Reports

- Teacher schedules
- Student schedules



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